



UNDER SECRETARY OF DEFENSE

1100 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1100

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COMPTROLLER

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES  
PROGRAM DIRECTOR, DEFENSE TRAVEL SYSTEM

SUBJECT: Management Controls over Access to Charge Card Contractor Electronic Systems

Electronic access systems are used by Agency Program Coordinators (APCs) for the Department's Travel, Purchase, Fleet and Aviation Into Plane Reimbursement charge card programs to maintain a variety of information concerning each account. In some instances, these APCs and other individuals have been given broad access to data in the card-issuing banks' electronic systems.

Effective internal management controls must be maintained over bank system access. Open system access accounts associated with individuals no longer performing APC functions have the potential to compromise the security of data contained in the systems, including, for example, sensitive data related to travel destinations of Department of Defense (DoD) personnel.

DoD Components will immediately revalidate that all personnel with access to charge card contractor electronic systems have a valid need for such access. The appropriate charge card contractor will be notified to terminate access for personnel who no longer have a valid need. This includes the termination of access for individuals no longer performing APC functions.

In addition, DoD Components must establish procedures to ensure that the system access accounts are reviewed on a regular basis. The responsibility for terminating access to the card contractors' electronic access systems upon transfer, dismissal, retirement, or separation of personnel having such access will be incorporated in DoD regulations as appropriate.

If you have any questions concerning this matter, please contact Mr. Ron Massengill. He may be reached by e-mail: [massengr@osd.pentagon.mil](mailto:massengr@osd.pentagon.mil) or by telephone at (703) 697-1101.

Dov S. Zakheim